



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
100 NORTH UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410  
WWW.MH.ALABAMA.GOV



JIM REDDOCH, J.D.  
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION  
EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Community Services Specialist II **NUMBER:** 15-18  
**JOB CODE:** T2000 **DATE:** 06/05/2015  
**SALARY RANGE:** 69 (\$32,287.20 - \$48,924.00) **PCQ#:** 8824292  
**JOB LOCATION:** Department of Mental Health  
Region IV Community Services  
Highway 9/US 231 North  
Wetumpka, AL

**QUALIFICATIONS:** Master's degree in Social Work, Psychology, or another human service field, OR Bachelor's degree in Social Work, Psychology, or another human service field, plus considerable experience (48 months or more) in a human service field or experience (24 months or more) working specifically with persons with developmental disabilities.

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs*

**NECESSARY SPECIAL REQUIREMENTS:** Must have a valid driver's license to operate a vehicle in the State of Alabama and have a good driving record.

**KIND OF WORK:** This is a professional position responsible for monitoring residential and day service providers to assure compliance with all applicable standards. Duties of this position include but are not limited to conducting unannounced monitoring of approximately 225 residential sites at a minimum of every six months. The employee in this position will provide follow up visits as necessary. Additional duties include acting as the liaison for children needing specialized residential placements and attending meetings as necessary. Assists Wait List Coordinator with waiting list data, assists Waiver Coordinator with processing waiver documents, assists with the Incident Prevention Management System and conducts investigations as assigned by CSD or designee. This position will also assist with tracking Request for Regional Action Forms and providing necessary feedback as assigned by the Regional Community Service Director.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of community service agencies in relation to persons with intellectual disabilities. Knowledge of human behaviors and clinical dynamics of the developmentally disabled. Ability to interpret and explain funding requirements and standards compliance to providers. Ability to establish and maintain positive relationships with clients, families, agency representatives, and the general public. Ability to provide guidance and support to clients, families, and community providers. Ability to effectively intervene in crisis situations. Ability to provide training and technical assistance to service providers. Ability to communicate effectively both orally and in writing. Ability to organize, plan, and implement work in an independent manner. Skilled in the use of Microsoft Office.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

**DEADLINE: June 19, 2015**